



Defense Finance and Accounting Service

Camp Atterbury

Civilian Payroll Deployment Brief



- ✓ Pay Caps and Waivers
- ✓ Foreign Allowances and SF-11
- ✓ Rest & Recuperation (R&R)
- ✓ Timekeeping
- ✓ Leave
- ✓ Good Things to Know
- ✓ Policy and References
- ✓ Q&A



Pay Caps and Waivers



- ▶ Biweekly Premium Pay Limitation (BPL)
 - This is set at the GS 15 step 10's basic 80 hour biweekly rate for your employing locality
 - When in support of emergency or contingency operation, you are eligible to have the BPL lifted to the Annual Limit
 - Your home station is responsible for submitting the waiver to DFAS for processing
 - Without a biweekly pay cap waiver your premium pays will forfeit above this limit
 - Please see handout for facts about all of the pay caps





- ▶ Annual Premium Pay Limitation (APPL)
 - This is set at the GS 15 step 10's annual salary for your employing locality
 - After completion of 42 consecutive days in a designated CENTCOM location you are eligible to have the APPL lifted - This is an annual authorization which must be reapproved each year
 - Your home station is responsible for processing this waiver
 - Without a waiver or an approved USD authorization, you will be subject to the standard APPL limitation. Your premium pays will forfeit above this limit

Pay Caps and Waivers



- ▶ Common Premium Pays Subject to the APPL
 - ✓ Overtime/Regular Comp Time Earned
 - Hours in excess of 8 in a day or 40 in a week
 - ✓ Sunday Premium (25% of hourly rate)
 - Regular non overtime shift worked on Sunday
 - ✓ Holiday Premium (100% of hourly rate)
 - Regular non overtime shift worked on a holiday
 - ✓ Night Differential (10% of hourly rate)
 - Scheduled hours worked after 1800 or before 0600 (Including overtime)



- ▶ Aggregate Pay Limitation (APL)
 - APL is currently set at the Executive Level I salary
 - After completion of 42 consecutive days in a designated CENTCOM location you are eligible to have the APL lifted - This is an annual authorization which must be reapproved each year
 - Your home station is responsible for processing this waiver.
 - Without a waiver or an approved USD authorization your post differential and danger pay will defer above this limit



- ✓ Common Pays Subject to the APL
 - All pays received during the calendar year and also the following
 - Post Differential
 - Danger Pay
 - Incentives
 - Awards





- ✓ When deployed you may be eligible to receive additional entitlements depending on your location
 - State Department determines percentage rates for Danger Pay and Post Differential. Currently:
 - Afghanistan: 35% Danger Pay and 35% Post Differential
 - Iraq: (New rates appear on next slide)
 - Kuwait: 10% Post Differential
 - Qatar: 5% Post Differential
 - Bahrain: 10% Post Differential
 - Complete documentation within 5 days of entering theatre:
 - Scan and send completed forms to your HR POC
 - Once you complete **42 consecutive days** in country you are eligible for **Post Differential Pay**
 - **YOU** are responsible for contacting HR to inform them it has been 42 days, Post Differential Pay is not automatic

Foreign Allowances and SF-1190



✓ Iraq: ***New rates and multiple locations effective 4/06/2014***

Location	Post Differential	Danger Pay
Baghdad	25 %	35 %
Baghdad Diplomatic Support Center	30 %	35 %
Basrah	30 %	30 %
Erbil	25 %	25 %
Erbil Diplomatic Support Center	30 %	25 %
Other	35 %	35 %



- ✓ SF1190
 - Complete the SF1190 and Addendum (3 page document) once you have reached your final destination
 - Make sure to include all details of your itinerary
 - Time you depart the US, arrive in Kuwait, and arrive at your next location if moving forward from Kuwait
 - Send to servicing HR POC

Modify the SF1190 EACH time you travel between countries



Rest and Recuperation (R&R)



- ▶ R&R is a privilege and subject to mission requirements. Granting of an R&R trip is not guaranteed
- ▶ Individual R&R trips should not exceed 21 calendar days (including travel time)
- ▶ Must return to CENTOM AOR after R&R
- ▶ An employee may utilize any type of approved leave during R&R
 - ✓ Location specific excused absence, annual leave, home leave, compensatory time, travel compensatory time, leave awards, etc.
 - ✓ Sick leave usage must conform to applicable sick leave policy
 - ✓ Leave only charged for normal duty days (e.g. 8 hr/day, 40 hr/week)



Rest and Recuperation (R&R)



- ▶ R&R is a privilege and subject to mission requirements. Granting of an R&R trip is not guaranteed
- ▶ DoD civilian employees assigned to a Footnote-N post (**Iraq or Afghanistan**)
 - ✓ 365 day orders = up to 3 R&Rs with 20 days excused absence
 - R&Rs should be taken at reasonable intervals
 - “Excused Absence” is a form of leave, identical to administrative leave and should be taken in no more than 10 workday usage per R&R



Rest and Recuperation (R&R)



- ▶ DoD civilian employees assigned to a Footnote-N post (**Iraq or Afghanistan**)
 - ✓ 180 day orders but less than 365 = 1 R&R trip with 10 workdays of excused absence

- ▶ DoD civilian employees assigned to a secondary CENTCOM country (**Kuwait, Qatar, Bahrain**)
 - ✓ R&R program has been discontinued for an employee entering a non Footnote-N posts after June 1, 2014



Timekeeping



- ▶ Home station timekeeper remains responsible for time and attendance input if you have no access to an automated system while deployed
- ▶ If you can not make these inputs yourself, your in-theater supervisor should review and sign timecards for verification purposes before you to submit to your home station for input and certification
- ▶ If you have access to make your own inputs, your home station may still want a signed copy of your timecard sent to them before they certify your timecard
- ▶ USFOR-A Policy memo requires all civilians work schedule reflect Sunday through Thursday. Work schedules should be adjusted after arrival in Theater



Timekeeping



- ▶ Travel Compensatory Time is coded during any official travel outside of your regular 8 hour graded shift or on non-duty days
- ▶ Travel Compensatory Time is NOT authorized to be earned for R&R's taken
- ▶ Unused Travel Compensatory balances forfeit after 26 pay periods
- ▶ There is an exigency policy to authorize extension of the forfeiture date be extended up to an additional 26 pay periods for those deployed in a CENTCOM location
- ▶ Employee's must monitor their LES and contact their deploying station's CSR to have this extended by the payroll office





- ▶ Home leave entitlements for employees within the footnote “n” post locations (Iraq/Afghanistan)
 - 15 days accrued after completion of 365 days in-theatre
 - Two 6-month tours with a break in between is NOT equivalent to 365 days, but a 180 day tour immediately followed by another 180 day extension is
 - For use only to U.S. or its territories
 - Must return to an overseas assignment
 - Only usable as whole days
 - Cannot be liquidated as cash payment, but no time limit

Employees may have previously earned and met eligibility to use home leave and qualify for usage on R&R, etc





- ▶ Any unused Compensatory time will pay out at the overtime rate 26 pay periods from the date earned
- ▶ Unused Time Off Awards (TOA) are forfeited exactly 26 pay periods from the date earned. There is no exigency policy to authorize restoration of any forfeited TOA
- ▶ Leave ceiling is NOT increased for employees deployed via TDY only TCS or PCS
- ▶ Forfeited use or lose annual leave is authorized to be restored per OPM guidance for two years by your home station CSR, upon your return from deployment





► Travel Vouchers

- Partial payments should be scheduled to pay the traveler and GOVCC every 30 days while deployed
- Schedule-A employees must submit their own travel claim either on the DFAS website or by email to:
DRO-armytravel@dfas.mil

► Fair Standards Labors Act (FLSA)

- Any employee working OCONUS must be in an exempt status per the Foreign FLSA
- Review LES Box 10 for “E” (Exempt) following receipt of first LES in theatre





- ✓ Overtime is only payable for hours worked
 - Meals, Gym Use, and P/X are NOT work
 - Abuse of overtime is being monitored and can result in removal from theater
 - USFOR-A policy memo strictly dictates the authorized work schedule to only include 62 hours of scheduled overtime biweekly
- ✓ Taxes
 - Federal civilians do NOT receive tax-exempt benefits afforded to service members or contractors





- Retain copies of all SF1190's, Pay Cap Memo's, your individual work schedule, and any other related deployment documents. These documents may be needed even after redeployment to resolve any pay issues that may arise
- Review your LES each pay period
- Do not hesitate to contact someone if anything looks wrong with your LES or you do not understand the annotations at the bottom





Deployment Civilian Payroll Questions?

Group box email:

swa-deployed_dod_civpay@dfas.mil

DSN: 312-699-5816





► OPM PAY TABLES:

- <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/general-schedule/>

► ARCENT R&R POLICY

- <http://www.cpms.osd.mil/expeditionary/pdf/arcent%20rr%20sop%20final%20-%20jan%20%202011.pdf>

► DSSR, OFFICE OF ALLOWANCES:

- <http://aoprals.state.gov>

► Travel Pay Call Center:

- 888-332-7366 or DSN 312-699-0300



Questions

DFAS

Your Financial Partner @ Work

